

YEAR 2023 EXAMINATIONS

INSTRUCTIONS TO CANDIDATES:

MANDATORY EXAMINATION RULES

The Board Examination consist of Three (3) papers namely;

- Paper One(I)-Written
- Paper Two (II)-Written
- Paper Three (III)-Orals

A candidate must meet the following criteria to pass the examination: -

- 1) **Attain Minimum 50% in Every Paper.**
- 2) **Attain Minimum 40% in the Compulsory Question of the Written Papers**
- 3) **A Candidate Can Only Resit a Single Paper.**
- 4) **A Resit Must Be Within Two Years of The First Attempt.**
- 5) **If A Candidate Fails More Than One Paper, he/she has to Resit Entire Exam.**
- 6) **If A Candidate Is Absent from any Paper, he/she has to Resit entire Exam.**

WRITTEN EXAMINATION

Candidates are advised to adhere to the following rules and requirements:

01. Candidates must enter examination room and be seated at least **THIRTY (30) MINUTES** before the commencement of time of written examination and maintain **SILENCE**.

LATE ENTRY INTO examination room will not be entertained without justifiable reason and express permission by the **INVIGILATOR**.

02. **SILENCE MUST BE MAINTAINED AT ALL TIMES AND THE FOLLOWING INSTRUMENTS ARE FORBIDDEN** in the examination room.

- 02.01 Cellular (Mobile) Phones
- 02.02 Noisy Calculators
- 02.03 Alarm Clocks or Alarm Watches
- 02.04 Any other electronic gadget

03. **SMOKING IS PROHIBITED INSIDE AND AROUND EXAMINATION ROOMS.**

04. The **TITLE OF THE PAPER**, the **INDEX NUMBER**, the **EXAMINATION DATE** and the **QUESTION NUMBER** must be clearly written on all answer booklets and any other sheet you may attach.
05. Commence **EVERY QUESTION** on a new answer booklet.
06. The Board will provide reference documents and answering scripts necessary during the Examination time.
07. No candidate will be allowed to enter the examination room with notes or refer to any unauthorized document.
08. ALL candidates must bring their own pens, pencils, rubbers, calculators, scale rules etc

ORAL EXAMINATION

09. Examinations rules

- 09.01 Candidate must attach letters from his/her employer/ (s) confirming: -
 - (a) Period worked and authority allowing the candidate to present office work for oral examination.
 - (b) Qualified person (full details including registration number) personally training and supervising the candidate and confirmation of candidate's preparedness in all fields of professional training.
- 09.02 Experience Log Sheet/Book must be duly signed and stamped by supervisors.
- 09.03 Candidates must personally present their proof of experience in summary form as confirmation of projects undertaken, period of involvement, supervisor, station worked and personal observation about the project.
- 09.04 Candidates must be ready with all the above and seated outside oral examination room **AT LEAST ONE HOUR PRIOR TO SCHEDULED TIME.**

10. Each candidate must carry **original identity card/passport** and **1 coloured Passport Size Photo for both written and Oral Examinations.**

11.Guideline on minimum oral exam documents for Graduate Architects

- 11.01 Projects undertaken i.e., Project description, location, Client, Project cost, Contract period, Status of the project.
- 11.02 Architects project drawings on A3 paper i.e., Outline proposal, Scheme design, Detailed design and Production drawing, Site instruction sketches and notes, Photos.
- 11.03 Tendering i.e., Notification letter, letter of award, letter of appointment for a project architect and project contractor.

- 11.04** Project Management i.e., Site meeting minutes, fee notes, Architects interim certificate, Final Architects certificate, Valuation report.
- 11.05** Project closure i.e., Practical completion certificate, List of defects or Snagging list, Certificate of making good defects.
- 11.06** Other relevant documents.

12.Guideline on minimum oral exam documents for Graduate Quantity Surveyors

- 12.01** Projects undertaken i.e., Project description, location, Client, Project cost, Contract period, Status of the project, Photos.
- 12.02** Project Estimates, Measurements, Cost plans, and Bills of Quantities
- 12.03** Tendering i.e., Tender analysis report, invitation to bid, notification letter, letter of award, letter of appointment for a project quantity surveyor and project contractor.
- 12.04** Project Management i.e., Site meeting minutes, fee notes, Valuation report, Variation orders, Financial Appraisal, Fee notes, Contract and Contractual documentation.
- 12.05** Project closure i.e., Contractual claims, Final Account.
- 12.06** Other relevant documents.

RESITING EXAMINATION

- 13.** Candidates re-siting orals or the whole exam to submit their past and current logbooks for review.
- 14.** Candidates who will be referred to re-sit a single paper may attempt within 2 years after the date of referral and those to re-sit the entire examinations may attempt within 3years.

ARCHITECTS AND QUANTITY SURVEYORS EDUCATION BOARD